

UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



VACANCY ANNOUNCEMENT

May 17, 2016

Reference No.: FY 16-12

Position Title: College Intern
Location: Office of the Circuit Executive, New York, NY
Salary Range: \$15 to \$21 per hour
Salary commensurate with experience, qualifications, and education
Closing Date: May 24, 2016
Expected Start Date: ASAP

Position Overview: The Office of the Circuit Executive seeks a highly motivated, responsible, detail-oriented college intern to assist in daily administrative duties. The intern should be able to work with a team and have excellent customer service skills. The intern will perform various administrative duties, including but not limited to: filing, copying, answering the phone, taking messages, scanning, retrieving and boxing documents, labeling records, taking inventory and creating spreadsheets.

Required Qualifications: The position requires a high school diploma or equivalent. To qualify for a higher rate of pay, applicants must have either: (i) one year (30 semester or 45 quarter hours) of education beyond high school; or (ii) one year of general work experience involving progressively responsible clerical, administrative or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position. CAD capability a plus. Applicants must be able to work 40 hours per week from Monday through Friday, 8:30 AM – 5:00 PM. More than one position may be filled.

Conditions of Employment: Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are “at will” and may be terminated with or without cause. All interns are subject to strict confidentiality requirements. Applicant(s) selected for the position will be brought on provisionally pending the results of a background investigation. Direct deposit of pay is required.

To Apply: Please submit a cover letter and resume as a single PDF attachment by email to resumes@ca2.uscourts.gov, subject line: “College Intern, Reference No. FY 16-12.” Your cover letter should include your summer availability and best means of contacting you. Incomplete applications will not be considered. Only candidates selected for an interview will be notified. No phone calls, please.

THE UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT IS AN EQUAL OPPORTUNITY EMPLOYER.